

RESUME

Amy Heusser

(b) (6)

Education and Experience

- FAC-C Level III Contracting Certification
- Bachelors Degree in from Wayland Baptist University (b) (6)
- Associates in Applied Science from Wayland Baptist University (b) (6)
- 2 Logistics Certifications, from the University of Alaska Anchorage (2002 and 2004)
- Various Certificates in Government Contracting to include:
- DAU: CON 100, 110, 111, 112, 120, 210, 214, 215, 216, 217, 218, 237, 244, 353
- Over 20 years experience, specializing in procurement, logistics, contracting and business processes. 12 years experience in Government Contracting

Employment History

October 2012 to present
Contract Specialist, GS-1102-12
General Services Administration
Public Building Services

(b) (6)

Salary: \$66,694/year + locality pay, 40 hours per week

Supervisor: (b) (6)

- Lead Contract Specialist for Client Resource Team of three Contract Specialists
- Warrant of \$5 Million for Supplies, Services, Construction, and Architect Engineering Services
- Lead and plan weekly meetings for Contract Specialists
- Develop acquisition planning for GSA Northern Service Center (NSC) to successfully complete all NSC acquisitions \$150,000 and greater

- Developed, awarded and administer IDIQ Line Item Construction multi-year contract for construction task orders \$2000-\$50,000
- Plan and record procurement actions to meet GSA Regional Socio-Economic Goals
- Review contract files of other Contract Specialists, providing written critique of contract files in accordance with FAR and GSAR (GSA regulation) requirements
- Develop acquisition plans for procurement actions
- Acquisition planning using GSA Acquisition Planning software for procurement actions over \$150,000
- Market Research for each procurement in accordance with FAR requirements; document file appropriately
- Review Scope of Work, Specifications, Government Cost Estimates, and Independent Government Cost Estimates, providing guidance for changes to Project Managers and Contract Specialists
- Developed template for Scope of Work for small construction projects (less than \$25,000)
- Provide oversight and guidance in interpretation of Federal Acquisition Regulations (FAR), General Services Acquisition Regulations (GSAR), Code of Federal Regulations (CFR), Office of Management and Budget (OMB) circulars to Contract Specialists, Project Managers and GSA Northern Service Center Associates
- Review of bids and proposals and evaluate for award
- Prepare written solicitations, announcements, amendments, negotiation documentation, determination and findings, source select documents, acquisition plans, COR delegation memorandums, contracts, modifications, etc.
- Contract Administration to include submittal review, Request for Clarification (RFC), Request for Information (RFI), resolving questions regarding contract actions, preparation and documentation of modifications, compiling correspondence, record and documentation of meeting minutes, preconstruction meetings,
- Develop templates for use in NSC for announcements, negotiation documentation, source selection documentation, acquisition plans and other contracting memorandums
- Responsible for Termination of Contracts – via default or convenience of the Government
- Responsible for Ratification of actions that obligate the Government without proper authorization

May 2008 to October 2012

Contract Specialist, GS 1102-11

General Services Administration

[REDACTED] (b) (6)

40 hours per week; \$ 1,000 annual plus COLA

Supervisor: (b) (6)

[REDACTED]

- Perform contract administration of contracts for supply, services, construction and Architect/Engineering; cradle to grave.
- Pre-award and post-award functions involving procurements for specialized supplies, services and construction contracts.
- Contract administration includes acquisition planning and coordination with acquisition team members.
- Review of Statement of Work, making recommendations for changes.
- Business advisor to identify procurement objectives and methodologies to provide best method for each procurement.
- Perform detailed cost analysis of contractor proposals and Independent Government Cost Estimates.
- Make determination of competitive range.
- Plan negotiation strategy, coordinating with acquisition team members.
- Lead negotiations with contractors, advise acquisition team members of their roles to ensure success of negotiations.
- Contract administration includes incremental funding requirements, preparation of rate and cost adjustments, change orders (to include time extensions), stop work orders, cure notices, show cause letters, monitoring of GPE, approval of progress payments, final payment, contract close out, and termination of contracts for convenience or default.
- Attendance in project management meetings to provide guidance in developing strategy to organize GSA service center projects for successful completion.

September 2005 to May 2008

Contract Specialist 1102, FV Payband H (equivalent to GS 12)

Federal Aviation Administration

[REDACTED] (b)
[REDACTED] (b)
[REDACTED] (b)

\$48,000 annual plus COLA, 40 hours per week

Supervisor:

[REDACTED] (b) [REDACTED] [REDACTED]

- Plan, develop and establish acquisition strategies for equipment, supply, services and construction contracts
- Evaluate procurement requirements to determine acquisition strategy, recommend revisions to statement of work, decide bonding and permit requirements, decide type of contract to be award, solicitation procedures and evaluation.
- Prepare solicitations, RFQ, RFP or SIR making revisions to statements of work as needed, review AMS and FAR regulations and implement appropriate requirements into solicitation. Incorporate Davis Bacon or DOL wage determinations as appropriate. Follow AMS and FAR regulations and requirements for solicitation considering value, SBA, 8(a) set a-sides.
- Award contracts for services, supplies and construction throughout the State of Alaska.

- Determine responsiveness of bid, and apparent low bidder taking into consideration evaluation factors as indicated in the solicitation.
- Interpret and apply FAA AMS and FAR acquisition laws, regulations, procedures and policies for preparation of solicitations, awards, and contract administration for equipment, supplies, service and construction contracts
- Forecast labor and material costs for evaluation of bids extending over a period of time, using Contract Pricing methodology
- Administration of contracts according to AMS and FAR. Responsible for ensuring all aspects of contract are completed in accordance with SOW, security requirements, bonding, insurance, completion dates, etc.
- Coordinate with FAA attorney to determine legality of solicitation and resulting contract(s)
- Ensure Contractor compliance with laws and contractual requirements
- Research, analyze and evaluate information to make decisions related to acquisition of supplies, services and construction contracts; to include research of sources for products or services procured.
- Coordinate FAA Security regulations and contract requirements.
- Coordinate with FAA Accounting Department for invoice payments, clarification on invoice and contract requirements

May 2005 – September 2005

Operations Administrator

Yukon Fuel Company

[REDACTED] (b)(1)

Supervisor: [REDACTED] (b)(1)
40 hours per week; \$40,000 per year

- Write, revise and distribute operations manuals/plans/schedules/records
- Review project and capital expenditure budgets for all facility activities Assist with project and capital expenditure budgets for all facilities and their related activities
- Track and maintain project details, material requirements and their associated costs, coordinate shipment of project material for JIT arrival at project locations
- Coordinate projects with Contractors, facility managers and senior YFC managers
- Develop process for maintaining certification files for equipment, fuel tanks, vehicles, fuel tankers, trailers, fuel meters, drivers, and fuel facility pipelines
- Develop and maintain record for management of property leases and subleases
- Administer contracts for leases and subleases between State of Alaska, Government Agencies, and private corporations; ensure compliance with lease requirements and contractual agreements
- Maintain ISO 9000 monthly reporting documentation and develop synopsis of reports for appropriate review by management for incorporation into operational projects and budget

- Procurement of field purchases to include vehicle parts and accessories, equipment, office supplies, building supplies, taking into consideration urgency of request, transportation requirements and cost of transportation, type of vehicle.
- Develop and maintain procedures and policy for total evaluation of each YFC facility to include property, equipment, vehicles, buildings, tools, maintenance of each, purchase or lease costs, life cycle analysis for development of planning for achievement of company long and short term goals

May 2003 – April 2005

Senior Contract Specialist/Supervisor

Automated Information Management

(b) (6)

Supervisor: (b) (6)
40 hours per week; \$39,500 per year

- Supervisor for office of 8 positions, to include Contract Specialists, Realty Specialists, and Administrative Support for the Federal Aviation Acquisition Division, Anchorage, AK
- Assist Federal Aviation Contracting Officers to administer contracts.
- Plan, develop and establish acquisition strategies for equipment, supply, services and construction contracts
- Evaluate procurement requirements to determine acquisition strategy
- Prepare solicitations, prepare award and administer contracts for services, supplies and construction throughout the State of Alaska.
- Interpret and apply Federal Acquisition Management System and Government acquisition laws, regulations, procedures and policies for preparation of solicitations, awards, and contract administration for equipment, supplies, service, and construction contracts
- Evaluate procurement requisitions and requirements to make recommendations and decisions for effective and efficient procurement transactions
- Coordinate with FAA attorney to determine legality of solicitation and resulting contract(s)
- Administer and coordinate simple negotiations, awards, contract modifications contract disputes
- Knowledgeable of contractor settlement disputes and appeal processes
- Research, analyze and evaluate information to make recommendations and/or decisions related to acquisition of supplies, services and construction contracts

February 2002 – May 2003

Production Planner

Great Alaskan Seafood Company

(b) (6)

Supervisor: (b) (6)
No phone number available

40 hours per week; \$20.00 per hour

- Developed and maintained master production schedule to establish sequence and lead-time of each manufacturing operation according to sales forecasts or customer requests.
- Analyzed production specifications, plant capacity data, and performed mathematical calculations to determine manufacturing processes and efficiency of processes. Made recommendations for production improvements by written and oral communications with upper management from information gathered and analyzed
- Planned sequence of fabricating, assembly, installation and other manufacturing operations for guidance of production workers.
- Communicated orally and in writing with internal and external customers to relay information pertinent to production, accounting, purchasing and other manufacturing processes
- Researched, analyzed and evaluated production inventory and marketing projections to make recommendations to upper management to support acquisition of supplies and services
- Verbal and written presentations (one on one and in work groups) using excel spreadsheets and presentation documents to relay production reporting and make recommendations for improvement of production processes
- Verbal and written communication to provide production, procurement and inventory reporting to individuals and workgroups
- Gathered information, analyzed and evaluated to make recommendations for improvement of production, procurement and inventory processes
- Expedited and re-engineered production and shipping schedules to meet unforeseen requirements
- Supervised manufacturing, warehouse and shipping operations

September 2001 - February 2002
Purchasing & Warehouse Manager
Microcom Inc.

(b) (6)

Supervisor: (b) (6)

40 hours per week, Salary: \$36,000 per year

- Maintained purchasing, warehousing, material management, and accounts payable departments for Anchorage, Lynnwood, Washington and Kehei, Hawaii locations.
- Gathered information, evaluated and acquired inventory required to support projected product sales, taking into consideration manufacturing schedules, product sales history, transportation time and costs
- Gathered and evaluated information, to determine most cost effective purchases to support the needs of each location.

- Communicated orally and in writing to internal and external business customers to relay information regarding procurements, inventory status and requirements, sales reports, profit/loss statements, accounts payable reports
- Supervised the Anchorage warehouse staff to produce more effective and efficient warehousing support for the corporation
- Responsible for evaluation of warehouse employees, review of time cards, performance review
- Provided a written detailed analysis of products sold through dealerships, reported weekly and monthly sales to management in weekly management meetings using a verbal presentation with written analysis support distributed to each member of the management team.
- Provided a written monthly revenue report for Microcom dealer sales and advertising paybacks from Dish Networks, and provided verbal synopsis of report to management team.
- Authorized signature authority for awards and administration of contracts

July 2000 - September 2001

Technical Support Administrator

Alaska Fiber Star, LLC.

(b) (6)
(b) (6)
Supervisor: (b) (6)

40 hours per week, Salary: \$19.00 per hour

- Maintained a multi-million dollar inventory of electronic circuit cards, equipment, and vehicles
- Developed databases, policies, and procedures for inventory control, fleet management, equipment calibration, and repair of equipment
- Developed and maintained inventory processes and reporting of inventory for Alaska and Oregon locations
- Communicate orally and in writing to develop policies and procedures taking into consideration global corporation requirements
- Provided departmental support and back up for Accounting and Purchasing departments through oral and written communication
- Involved in negotiations, awards, contract modifications and contractor disputes

September 1994 - July 2000

Purchasing Agent

General Communications Inc.

(b) (6)
(b) (6)
Supervisor: (b) (6)

40 hours per week; Salary: \$18.50 per hour

- Developed policies and procedures to purchase and inventory several lines of business products, which included: cellular phones, cable modems, office machines, technical equipment, computers, and supplies
- Gathered, analyzed and evaluated types of products purchased to make recommendations for better procurement and inventory policies. Through written and oral communications within GCI and suppliers, recommended changes to the type of products purchased by GCI, securing discounts for their purchase, thus saving GCI thousands of dollars
- Gathered, analyzed and evaluated types of office machines used throughout GCI. Through oral and written communications and presentations, made recommendations and developed policy changes to manage the office machine fleet. These communications resulted in changes throughout the corporation to the policies and procedures for procurement and maintenance of the office machine fleet.
- Gathered, analyzed and evaluated information pertaining to departmental requirements for the Oracle software system. Through oral and written communications, developed a company wide training program for the requisition, purchasing and inventory modules
- Involved in negotiations, awards, contract modifications and contractor disputes

April 1991- September 1994

Clerical Support/Purchasing Agent

Alaska Industrial Hardware

(b) (6)

Supervisor:

(b)

(6)

40 hours per week; Salary: \$8.50 per

- Worked as a warehouse person at their main warehouse in Anchorage for 2 years
- Provided clerical support and acted as purchasing agent for tool repair facility.
- Gathered, analyzed and evaluated company requirements for reporting to establish computer databases to track tool repairs, purchase orders, orders shipped, inventory control, warranty repairs and sales.
- Computed inventory cost and sale price, for over 25 product lines. Provided reports to upper management on each product line through oral and written communications.

September 1974 – March 1977

Contracting Officer GS 5-7

Federal Aviation Administration

(b)

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- Purchased supplies, material, equipment and services by formal competitive procedure or open market negotiation, taking into consideration Government acquisition laws, regulations, procedures and/or policies.

- Selected the appropriate method of procurement, taking into consideration agency and federal procurement policies, monetary amounts, type of supply, urgency of request and number of items involved.
- Researched, analyzed and evaluated procurement requisitions and requirements to make recommendations and decisions for effective and efficient procurement transactions
- Awarded and administered contracts and purchase orders for equipment, supplies and services.

REFERENCES

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